

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: **OPV00425563**

DATE POSTED: **12/21/22**

POSITION NO: **242726**

CLOSING DATE: **1/06/2023 by 5PM**

POSITION TITLE: **Gaming Surveillance Observer**

DEPARTMENT NAME / WORKSITE: **Navajo Nation Gaming Regulatory Office/Twin Arrows Casino, Twin Arrows, AZ**

WORK DAYS: SUN-SAT	REGULAR FULL TIME: <input checked="" type="checkbox"/>	GRADE/STEP: BX62A
WORK HOURS: Varies-On Call	PART TIME: <input type="checkbox"/> NO. OF HRS./WK.: _____	\$ 40,778.64 PER ANNUM
SENSITIVE <input checked="" type="checkbox"/>	SEASONAL: <input type="checkbox"/> DURATION : _____	\$ 19.53 PER HOUR
NON-SENSITIVE <input type="checkbox"/>	TEMPORARY: <input type="checkbox"/>	

DUTIES AND RESPONSIBILITIES:

Must be available 24 hours/7 days/week, including callback or standby duty. Must be able to work different or rotating shifts. Must be able to travel and take assignments on moments notice on or off the Navajo Nation. Under general supervision of the Senior Gaming Surveillance Observer, performs work of moderate difficulty in monitoring and ensuring compliance with the Navajo Nation Gaming Ordinance and Gaming Policies and Procedures; protects and maintains the integrity of the casino using closed circuit television (CCTV) and floor observations. Maintains and operates all surveillance equipment, including but not limited to NVRs, monitors, cameras, and computerized equipment; monitors both interior and exterior areas of each facility, hotel and travel center; reports suspicious, inappropriate or mishandling of funds to the Senior Gaming Surveillance Observer and/or Gaming Surveillance Manager. Conducts preliminary investigations of suspicious activity observed to determine if a violation or crime has occurred; prepares detailed and accurate reports of incidents of suspected illegal activities; performs other tasks and special assignments relevant to position as required by Navajo Nation Gaming Regulatory Office (NNGRO); labels, maintains and categorizes all surveillance, media, etc., in accordance with State/Tribal gaming compacts; reports any equipment in need of repair; looks for and reports safety hazards. Completes timesheets and overtime forms as required and may perform special duties as assigned by the Senior Gaming Surveillance Observer and/or Gaming Surveillance Manager.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

A high school diploma/GED; and 6 months of work experience in gaming industry, security, investigative work, or video surveillance systems; or an equivalent combination of education and experience.

Special Requirements:

A favorable background investigation. Must possess or be able to obtain a gaming license/certification from the State of Arizona and New Mexico and the Navajo Nation Gaming Regulatory office. Possess a valid state driver's license. No felony convictions.

(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)

Special Knowledge, Skills and Abilities:

Depending upon the needs of the Nation, some incumbents may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment. Knowledge of Federal, State and Navajo Nation laws, rules, regulations, related to gaming surveillance activities, knowledge of surveillance software and equipment (troubleshooting). Skill in establishing and maintaining effective working relationships with governmental regulatory agencies, gaming facility management and co-workers. Knowledge of computerized surveillance software.

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.